



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 13, 2013

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Manager Environmental Initiatives Exam #21186 Salary \$72,739-\$85,340 Annual**

Oversee the operations of the Environmental Services unit, and administer the Pollution Control Annual Billing program, and related policy and program work. Develop and implement major environmental initiatives, and perform program coordination such as the Green Business Matching Grant program, Building Rating and Disclosure policy and the Small Business Energy Benchmarking program. . **Qualifications:** Bachelor's Degree with a background in one or more of the following: Physical, Life, or Environmental Science; Community Planning; Public Policy and Administration; or Building Performance and Energy Efficiency. Master's Degree preferred. Five years of related work experience which has included environmental and regulatory experience, supervision, oversight of administrative hearings on related matters, and experience developing and managing complex projects and initiatives. **Applications accepted through Friday, May 31, 2013.**

#### **Program Aide Exam #21120 Salary \$18.63 - \$25.29 Hourly**

This position is responsible for providing senior-level program support for the Health Department. **Qualifications:** High school diploma or equivalent. A minimum of two (2) years of related work experience. **Desirable Qualifications:** Five (5) years in a senior level administrative position; experience tracking and maintaining inventory and providing inventory reports; demonstrated cultural competency and experience working with at-risk populations and agencies serving those populations. . **Applications accepted through Friday, May 24, 2013.**

#### **Senior Internal Auditor– Exam #21180 Salary \$59,740 to \$76,638 Annual**

There is currently full-time, exempt vacancy to be filled in the Internal Audit Department. No travel required. Flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. Primary Responsibilities: Lead and perform operational, compliance, financial statement, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **Qualifications:** Five years of internal or external audit experience (performing the full scope of duties of an auditor). Preferred Experience: The following are not required, but preferred: Immediate prior experience with current audit procedures/techniques utilized; experience with and knowledge of data analysis software (ACL, IDEA, etc.) and audit management software (AutoAudit, TeamMate, etc.); government auditing, IT auditing, single audit experience, and public accounting experience with national or regional firm; Bachelor's Degree in Accounting, Finance or a closely related field; or equivalent. An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, May 31, 2013.**

## CITY EMPLOYEES ONLY

### **Senior Event Coordinator – Exam #21181 Salary \$52,422 - \$72,164 Annual**

There is currently one (1) exempt vacancy to be filled in the Event Services Division of the Minneapolis Convention Center (MCC). Position requires a flexible schedule (including days, nights, weekends and holidays) and at times, a work week which runs over 40 hours per week (as driven by events at the MCC). Position involves high public contact and requires better than average problem-solving skills, extraordinary attention to detail, and the ability to multi-task and react to an ever changing environment. Primary Responsibilities: Incumbent takes responsibility for the planning, organizing, controlling, and monitoring of events (from the most complex, technically-demanding to the small meeting room event) within the Minneapolis Convention Center. Also coordinates the logistical interfacing to ensure that all contractual obligations are met. **Qualifications:** Three (3) years experience in coordinating large-scale meetings and special events in a large convention center operation; Bachelors Degree in Business Administration, Hotel Management, or a related field. **Applications accepted through May 15, 2013**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

**The City of Minneapolis is an Equal Opportunity Employer**